

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **INFORMATION TECHNOLOGY**

DATE: OCTOBER 3, 2007

**Committee Members Present:**

Supervisors Sheehan  
Sokol  
Kenny  
Monroe  
VanNess

**Others Present:**

Robert Metthe, Director, Information Technology  
Hal Payne, Commissioner of Administrative & Fiscal  
Services  
Nicole Livingston, Deputy Clerk of the Board  
Debra L. Schreiber, Legislative Office Specialist

**Committee Members Absent:**

Supervisors Gabriels  
Geraghty

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Mr. Sheehan called the Information Technology Committee meeting to order at 11:45 a.m.

Motion was made by Mr. Kenny, seconded by Mr. Sokol, and carried unanimously to approve the minutes of the August 23, 2007 Committee meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Rob Metthe, Director, Information Technology (IT), who distributed a copy of his agenda to the Committee members, *a copy of which is on file with the minutes*.

Commencing with Item 1 of the agenda, Mr. Metthe requested to amend the 2007 County Budget, increasing estimated revenues and appropriations:

- in the amount of \$1,900 to reflect the sale of the RAID Array equipment; and
- in the amount of \$4,904 to reflect receipt of the insurance proceeds relating to the power outage.

Motion was made by Mr. Sokol and seconded by Mr. VanNess approving the request as outlined above.

In response to an inquiry by Mr. VanNess, Mr. Metthe apprised that as a result of the fire, the County initially expended funds for computer-related repairs and the second resolution request involved the reimbursement funds (\$4,904) from the insurance company.

After discussion, Mr. Sheehan called the question and the motion was carried unanimously to amend the 2007 County Budget to increase estimated revenues and appropriations

totaling \$6,804; and to refer same to the Finance Committee for consideration. *A copy of the resolution request form is on file with the minutes.*

Hal Payne, Commissioner of Administrative and Fiscal Services, entered the meeting at 11:48 a.m.

As a result of this recent eBay sale, Mr. Metthe recommended the Committee authorize shipment on computer-related equipment, and the sale proceeds to be deposited into the IT/Telecom account. Upon a recent inspection of their Department, he said, he noticed there were other items that could be listed on eBay. Mr. VanNess said it was his understanding the shipment costs were to be borne by the purchaser and in this particular case, the sale proceeds would be deposited into the IT Budget rather than the General Fund. In discussions with Julie Pacyna, Purchasing Agent, Mr. Metthe said, it was concluded that they would ship the merchandise if it were determined to benefit the County. Furthermore, he stated, that it was his understanding that she would make this recommendation at the next Support Services Committee Meeting.

In response to an inquiry by Mr. Kenny, Mr. Payne replied it did not matter what was sold or by which department as most of the eBay proceeds were deposited in the General Fund. Mr. Metthe confirmed the funds received from the RAID Array sale were deposited into the Information Technology (IT) account. Mr. VanNess asked whether a municipality had the authority to disburse sale proceeds to individual Departments rather than the General Fund. The general consensus of the Committee requested a legal opinion of the County Attorney. In addition, all funds received from the sale of equipment sold at auction went into the General Fund, noted Mr. Payne. If it were determined that sale proceeds could be disbursed into individual Department Budgets, Mr. VanNess suggested the Board adopt a method by which this procedure would be regulated.

Mr. Sheehan asked Mr. Payne to discuss this matter with the County Attorney and advise the Committee at their next meeting.

At the last Committee meeting, Mr. Kenny commented a firm commitment had been made to renew computer equipment under the Capital Project No. H108.9550 280 - Computerization Effort and, he said, he did not anticipate any significant compromises. In response, Mr. Payne stated the funds in Capital Project No. H108.9550 280 were used to purchase computer equipment requested by various departments. In previous years, the monies in this Capital Project were utilized for services that affected the entire County (i.e., email, phone, etc) and not just individual Departments, commented Mr. Metthe. He said this year it was recommended that all computer equipment purchases on behalf of the County be expended from the aforementioned Capital Project until the funds were

depleted. Due to the availability of funds in the Capital Project, as well as the current Budget issues, Mr. Metthe said he felt that was the reason for the change.

Mr. VanNess asked whether the Supervisors would be apprised of the adjustments made by the Budget Officer within the individual Departments and Mr. Payne replied a Power Point presentation would be given at the next Budget Committee Meeting on Wednesday, October 10, 2007.

Mr. Metthe apprised that he had discussed the disbursement of sale proceeds with the Deputy Treasurer who did not foresee any difficulty with that procedure; however, he said, the Committee had to make the ultimate determination.

Continuing on with Item 4, Mr. Metthe requested permission to attend the New York State Local Government Information Technology Directors Fall 2007 Conference in Corning, New York on October 10-12, 2007.

Motion was made by Mr. VanNess, seconded by Mr. Kenny and carried unanimously approving the request as outlined above. *A copy of the Authorization to Attend a Conference or Meeting form is attached.*

Mr. Metthe indicated the IT Budget Performance Report was attached to the agenda for the Committee to review.

There being no further business, on motion by Mr. VanNess and seconded by Mr. Sokol, Mr. Sheehan adjourned the meeting at 12:00 p.m.

Respectfully submitted,

Debra L. Schreiber, Legislative Office Specialist